

Regular Meeting

October 29, 2001
8:30 a.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, October 29, 2001, with Douglas Morgan and Grady Pettigrew present.

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RE: *Review and approval of the September 24, 2001, Regular Commission Meeting minutes.*

This item was deferred to later in today' s meeting.

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RE: *Review of the results of the pre-hearing conferences.*

No pre-hearing conferences held this month.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review and approval of the 2002 Civil Service Commission Meeting Dates and Full Commission Hearing Schedule.*

This item was deferred to next month' s meeting.

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RE: *Review and approval of the 2002 Civil Service Commission Trial Board Schedule.*

This item was deferred to next month' s meeting.

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RE: *Review of the findings and recommendation of the Trial Board for a hearing held on September 10, 2001:*

Willie McGrew – Appeal Number 00-BA-0023.Trial Board Recommendations.

This item was deferred to later in today' s meeting.

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RE: *Review of the findings and recommendation of the Trial Board for a hearing held on September 17, 2001:*

Donna Wheat – Appeal Number 01-BA-0009.

This item was deferred to later in today's meeting.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Garage Assistant Supervisor (Class Code 686).*

PRESENT: Robert Smallwood, Columbus Public Schools

The revisions requested were based on a detailed job analysis. The changes to the typical tasks were required to reflect how incumbents in this classification currently perform in an operational environment that is more dependent on computer-based data. Changes to the requirements were to specify the type of motor vehicle operator's license needed to perform all job functions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Facilities Maintenance Scheduler (Class Code 591).*

PRESENT: Robert Smallwood, Columbus Public Schools

The revisions requested were based on a detailed job analysis. The changes to the typical tasks were required to reflect how incumbents in this classification currently perform in an operational environment that is more dependent on computer-based data. Changes to the requirements were to specify the type of motor vehicle operator's license needed to perform all job functions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Property Evidence Technician with no revisions (Class Code 3029).*

PRESENT: Mike Maloney, Personnel Analyst II

Mike Maloney presented the Commission's request to approve the specification review for Property Evidence Technician with no revisions. This request is in response to Memorandum of Understanding #01-01 between the City of Columbus and the Fraternal order of Police Ohio Labor Council, which calls for the review of all bargaining unit classifications covered by the FOP/OCLC collective bargaining agreement.

There are currently three incumbents in this classification working in the Police Division, Department of Public Safety. Based upon a review of the job specifications and discussion with the human resource manager, the job classification has not changed and the specification reflects the current job classification. It was therefore recommended that the review of this classification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Vehicle Impounding Inspector with no revisions (Class Code 3070).*

PRESENT: Mike Maloney, Personnel Analyst II

Mike Maloney presented the Commission's request to approve the specification review for Vehicle Impounding Inspector with no revisions. This request is in response to the Commission's objective to review all classifications every five years and in response to Memorandum of Understanding #01-01 between the City of Columbus and the Fraternal Order of Police Ohio Labor Council, which calls for the review of all of the classifications covered by the FOP/OCLC collective bargaining agreement.

This specification was last reviewed in 1995 and there are currently five incumbents in this classification working in the Police Division, Department of Public Safety. Based upon information received by surveying the five incumbents, the supervisor, the human resource manager and the results of a job audit, it was determined that no revisions are needed at this time. It was therefore recommended that the review of this classification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Consumer Service Supervisor with no revisions (Class Code 3306).*

PRESENT: Mike Maloney, Personnel Analyst II

Mike Maloney presented the Commission's request to approve the specification review for Electricity Consumer Service Supervisor with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was created in 1966 and minor revisions related to comparable experience were made in 1999. At present, there are no incumbents in this classification.

At this time, no changes were recommended to this specification. The Division of Electricity is analyzing its current organizational structure and may request revisions to this classification specification at a later date.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Custodial Worker (Class Code 3525).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Utility Consumer Transactions Coordinator (Class Code 0729).*

PRESENT: Mike Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise the specification for the classification Utility Consumer Transactions Coordinator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in November of 1992. There is currently one incumbent in this classification.

It was recommended that the definition be revised to replace by replacing the words, "processing consumer billings" with "collecting payments". No revisions were recommended to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Duplicating Services Supervisor to read Print Services Supervisor and amend Rule XI accordingly (Class Code 0631).*

PRESENT: Mike Maloney, Personnel Analyst II

The review of this classification was initiated in conjunction with an examination development project for Offset Print Operator. Duplicating Services Supervisor was last reviewed in June of 1998 and is part of the Electronic and Other Office Machine Operation group of the Clerical and Administrative Support job family. There are currently two incumbents in the job class.

Since the job classes Duplicating Machines Operator, Offset Print Operator and Duplicating Services Supervisor are all related job classes, it was decided that each of these job classes would be reviewed as a part of the overall exam development project. Consistent with similar requested revisions to the title of Duplicating Machines Operator (Print Services Technician) and Offset Print Operator (Print Services Specialist), it was requested that Duplicating Services Supervisor be retitled to read Print Services Supervisor. No other changes to the job classification specification were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Offset Print Operator, retitle it to read Print Services Specialist and amend Rule XI accordingly (Class Code 0629).*

PRESENT: Michael Maloney, Personnel Analyst II

The review of this classification was initiated as part of an examination development project. Offset Print Operator was last reviewed in October of 1991 and is part of the Electronic and Other Office Machine Operation group of the Clerical and Administrative Support job family. There are currently four provisional incumbents in the job class.

It was recommended that the definition be modified to read: Under general supervision, is responsible for operating offset printing presses and modern reprographic systems to produce printed material according to job orders; performs related duties as required. The examples of work were revised

to more accurately describe the typical duties performed by job incumbents. The only revision recommended to the minimum qualifications section of the specification was to delete the term "multilith". In order to reflect the increased utilization of reprographic systems, particularly involving systems integrated with personal computers, the "ability to operate modern reprographic systems" was added to the knowledge, skills and abilities section of the specification. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Duplicating Machines Operator, retitle it to read Print Services Technician and amend Rule XI accordingly (Class Code 0627).*

PRESENT: Mike Maloney, Personnel Analyst II

Michael Maloney presented this request, which was initiated in conjunction with an examination development project for Offset Print Operator. Duplicating Machines Operator was last reviewed in November of 1994. There are currently two incumbents in the job class. Since the job classes Duplicating Machines Operator (0627), Offset Print Operator (0629) and Duplicating Services Supervisor (0631) are all related job classes, it was decided that each of these job classes would be reviewed as part of the overall exam development project. Consistent with similar requested revisions to the titles Offset Print Operator (Print Services Specialist) and Duplicating Services Supervisor (Print Services Supervisor) it was requested that Duplicating Machines Operator be retitled to read Print Services Technician.

It was recommended that the definition be revised to read "is responsible for operating modern reprographic systems" instead of "duplicating machines". The examples of work section was recommended for revision to more accurately describe typical duties engaged in by job class incumbents. In order to reflect the increased utilization of reprographic systems, revisions to the knowledge, skills and abilities were also recommended. No revisions were recommended to the minimum qualifications, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Medical Services) [Class Code 0256].*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Administrative Services) [Class Code 0257].*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Environmental Health) [Class Code 0258].*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Employee Benefits Analyst I (Class Code 0824).*

PRESENT: Donald E. White, Personnel Analyst Supervisor

Donald E. White presented the recommended revisions to this classification, which were initiated by a request from the Department of Human Resources to revise the Employee Benefits Analyst II classification. Employee Benefits Analyst I and II are used exclusively in the employee benefits/risk management section of the Department of Human Resources. Employee Benefits Analyst I is responsible for performing entry-level professional work in the administration of the City's employee benefits and risk management programs, while an Employee Benefits Analyst II is responsible for serving as a subject matter specialist for the City's employee benefits and risk management programs. One of the positions allocated to Employee Benefits Analyst II serves as the certifying officer for the City's worker's compensation program, a position that requires significant exposure to medical documentation, interactions with personnel and organizations in the medical field, and familiarity with medical terminology and treatment programs. As a result of recruitment efforts to fill this position, the Department of Human Resources has found the most viable candidates to be individuals with a nursing background who have experience in managed care, direct patient care or the insurance industry. Since Employee Benefits Analyst I is used as a training position for Employee Benefits Analyst II, it was requested that the minimum qualifications be revised to reflect the utility of medical experience.

No revisions to the definition, examples of work, knowledge, skills and abilities, probationary period or examination type were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Employee Benefits Analyst II, designate the examination type as noncompetitive, change the appointment type for the current incumbents to noncompetitive and allow them to maintain their classification seniority (Class Code 0825).*

PRESENT: Donald E. White, Personnel Analyst Supervisor

Donald E. White presented this request as part of a Commission staff effort to update specific classifications that belong to targeted pairs of professional-level classifications, where an entry-level classification is used as the training position for the fully skilled professional level classification.

Employee Benefits Analysts I and II are used exclusively in the employee benefits/risk management section of the Department of Human Resources. There are currently no incumbents in the Employee Benefits Analyst I classification and eight incumbents in the Employee Benefits Analyst II classification. Employee Benefits Analyst I is responsible for performing entry-level professional work in

the administration of the City's employee benefits and risk management programs, while an Employee Benefits Analyst II is responsible for serving as a subject matter specialist for the City's employee benefits and risk management programs. One of the positions allocated to Employee Benefits Analyst II serves as the certifying officer for the City's worker's compensation program, a position that requires significant exposure to medical documentation, interactions with personnel and organizations in the medical field, and familiarity with medical terminology and treatment programs. As a result of recruitment efforts to fill this position, the Department of Human Resources has found the most viable candidates to be individuals with a nursing background who have experience in managed care, direct patient care or the insurance industry. Minor revisions were recommended to the definition and one addition to the examples of work was added. Revisions to the minimum qualifications were recommended to allow applicants who have the needed medical background to qualify. No revisions to the knowledge, skills and abilities or the probationary period were recommended. It was recommended that the examination type be designated noncompetitive because this classification requires some specialized knowledge, specialized work experience, may require a license, and the classification used as a training position for this classification (Employee Benefits Analyst I) is a competitive classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Assistant Professional and designate the examination type as noncompetitive (Class Code 3187).*

PRESENT: Donald E. White, Personnel Analyst Supervisor

Don White presented this request, which was initiated as part of the test development process for the classification. This classification was last reviewed in May of 1998. There are currently six incumbent Golf Assistant Professionals employed in the Golf Courses Division of the Recreation and Parks Department. Minor revisions were recommended to the definition. Revisions to the examples of work were requested to more accurately describe the typical job duties. The minimum qualifications were revised to read "Possession of a current certification of successful completion of the PGA or LPGA Playing Ability Test (PAT)". Revisions to the knowledge, skills and abilities were recommended to more accurately reflect the level of knowledge and skill required for this classification. Because this classification requires specialized knowledge and skills and requires successful completion of a specialized test administered by a national sanctioning body, it was requested that the examination type be changed to noncompetitive. No revision to the 365-day probationary period was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Professional (Class Code 3189).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Program Manager (Class Code 3191).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Greenskeeper (Class Code 3712).*

PRESENT: Donald E. White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Greenskeeper, which was last reviewed in June of 1995. There are currently nine incumbent Greenskeepers employed in the Golf Courses Division of the Recreation and Parks Department. No revisions were recommended to the definition. Revisions to the examples of work were requested to better describe the duties performed by Greenskeepers. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Assistant Administrator (Class Code 0225).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Income Tax Assistant Administrator as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1979 and was last reviewed in 1996. There are currently two incumbents assigned to this classification.

There were no recommended changes to the definition, examples of work, minimum qualifications, probationary period or examination type. Revisions to the knowledge, skills and abilities section of the specification were requested to reflect the knowledge necessary to perform the tasks.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor I, retitle it to read Income Tax Auditor and amend Rule XI accordingly (Class Code 0660).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented this request in order to align it with the classification review changes of Income Tax Auditor II.

It was recommended that the classification title be changed from Income Tax Auditor I to read Income Tax Auditor to correspond with the retirement of Income Tax Auditor II to Income Tax Auditor Supervisor. The only other recommended revision was to add one item to the knowledge, skills, and

abilities section of the specification; general knowledge of municipal tax codes and ordinances affecting the payment and collection of income taxes for the City of Columbus and surrounding municipalities.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Income Tax Auditor II, retitle it to read Income Tax Auditor Supervisor and amend Rule XI accordingly (Class Code 0661).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented this request as part of the Commission's effort to update all classifications every five years. This classification was created in 1963 and last reviewed in 1996. There are seven incumbents assigned to this classification.

There were no revisions recommended to the definition, however it was recommended that the title of the classification be changed to Income Tax Auditor Supervisor to reflect the supervisory duties of this specification. It was recommended that the examples of work section be revised to better clarify the supervisory responsibilities and duties performed by incumbents. No revisions were recommended to the minimum qualifications section of the specification. Revisions to the knowledge, skills and abilities were recommended to reflect the knowledge necessary to perform the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service commission staff to revise the specification for the classification Income Tax Auditor Specialist (Class Code 0662).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Income Tax Auditor Specialist in order to align it with the classification review change for Income Tax Auditor II.

The only revisions to the specification were to the minimum qualifications to correspond with the retitling of the classification specification Income Tax Auditor II to read Income Tax Auditor Supervisor. One addition was recommended to the knowledge, skills and abilities section to reflect the knowledge necessary to perform the duties. No changes to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Homemaker (Class Code 1625).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Homemaker as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1983 and was last reviewed in 1996. There are currently eleven incumbents assigned to the Health Department.

The word "patient" was deleted and replaced with "client" in the definition. Revisions to the examples of work were recommended to more accurately define the duties and responsibilities of incumbents. No changes were recommended to the minimum qualifications, probationary period or examination type. In the knowledge, skills and abilities section of the specification the words "sex" and "racial" were replaced with "gender" and "ethnic". The ability to manage time was added to this section.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector I, extend the probationary period from 180 to 270 days, retitle it to read Parking Meter Collector and amend Rule XI accordingly (Class Code 1300).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector II, extend the probationary period from 270 to 365 days, retitle it to read Parking Meter Collection Supervisor and amend Rule XI accordingly (Class Code 1301).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Surveillance Analyst (Class Code 1862).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Wastewater Surveillance Analyst as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1979.

Changes to the definition were recommended to more accurately define the duties performed by incumbents in this classification. Revisions to the examples of work were recommended to better clarify the duties performed by incumbents and eliminate redundancies. One revision to the minimum qualifications was made to clarify the educational requirements necessary to perform the tasks. Revisions and additions were recommended to the knowledge, skills and abilities section of the specification to reflect the knowledge necessary to perform the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Practical Nurse (Class Code 1630).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Practical Nurse as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1979 and was last reviewed in 1996. There are five incumbents assigned to the Department of Health.

No revision was recommended to the definition. Additions to the examples of work were to better clarify the duties performed in this position. No revisions to the minimum qualifications were recommended. Some changes and additions were requested to the knowledge, skills and abilities section of the specification to reflect the knowledge necessary to perform the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Clerk Specialist (Class Code 0557).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise the specification for the classification Clerk Specialist as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1996. There are forty-six incumbents in this classification in several Departments.

It was recommended that the definition be revised to more concisely describe the classification. Revisions to the examples of work were requested to better clarify the duties performed by incumbents and to eliminate redundancies. The minimum qualifications were revised to better clarify the language describing the minimum requirement of experience for this classification. No revisions were recommended to the knowledge, skills, and abilities, the probationary period or the examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Mechanic (Class Code 3468).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Criminalist II, extend the probationary period from 270 to 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly (Class Code 1912).*

PRESENT: Richard D. Cherry, Personnel Analyst II

Richard D. Cherry presented this request because the Commission is currently reviewing another classification within the Criminalist series and it was decided that Criminalist II would be reviewed along with the rest of the class series. This classification was last reviewed in April of 1998. There are currently five positions allocated to Criminalist II, which is utilized exclusively by the Division of Police.

No revisions to the definition or examples of work sections of the specification were required. The minimum qualifications section of the specification was revised to add "a bachelor's degree with significant coursework" because in some cases it is possible to have received a bachelor's degree in an unrelated program and still be able to successfully perform the duties of the job. There were no revisions recommended to the knowledge, skills and abilities section of the specification. When reviewing the length of the probationary period, factors such as job complexity, length of on-the-job training and degree of supervision received are taken into consideration. Criminalist II is the second level in its series and is a professional classification with the responsibility of conducting analyses on physical evidence for the purpose of solving crimes. Taking this into consideration, it was recommended that the probationary period be extended from 270 to 365 days. The minimum qualifications and practicality of testing were considered when reviewing the examination type. Each position allocated to the Criminalist II classification is hired to work exclusively in one of six different disciplines. Individuals hired do not receive training on the specific discipline but on the operations of the Division of Police. It is therefore difficult to test for this classification and not gear the test toward one particular discipline or, while attempting to be all-inclusive, produce a too generic test. In addition, individuals at this level frequently testify in court and are considered experts in their particular discipline. Taking these factors into consideration it was recommended that the examination type for Criminalist II be designated noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Database Administrator, assign the probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate designated positions in the current Senior Programmer Analyst (Class Code 0581) and/or Information Systems Analyst (Class Code 0548) classifications to the proposed Database Administrator classification and allow all affected incumbents in these positions being reallocated to retain their current classification status and seniority.

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Crime Analyst I, retitle it to read Crime Analyst, extend the probationary period from 270 to 365 days, and amend Rule XI accordingly (Class Code 3026).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Crime Analyst II, retitle it to read Crime Analyst Supervisor and amend Rule XI accordingly (Class Code 3027).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Equal Business Opportunity Specialist (Class code 0805).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Transportation Division Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tamira M. Rollins presented the Commission's request to create the classification Transportation Division Administrator in anticipation of City Council approving a new Transportation Division in the Public Service Department. This request is in response to the recommendations made by Public Strategies Group (PSG), a consulting firm hired by the Coleman administration to improve the operations, management and delivery of city services.

The proposed structure for the Public Service Department would consist of four divisions and a director's office compared to the current structure that has six divisions and a director's office. The four divisions of the proposed structure would include Refuse Collection, Fleet Management, Facilities Management and Transportation. The Transportation Division will comprise functions formerly housed with the Engineering and Construction, Traffic Engineering and Construction Inspection Divisions.

The Transportation Division Administrator would be responsible for planning, coordinating, and directing the operations and activities of the Transportation Division. Examples of work were developed to best represent the responsibilities to be assigned and the duties performed by incumbents of this class. The minimum qualifications would include a bachelor's degree and seven years of managerial experience in transportation planning, project/program development and management, operations or professional engineering work within a transportation-oriented organization. The knowledge, skills and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the probationary period be assigned 365 days and that the classification be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Transportation Division Assistant Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tamira M. Rollins presented the Commission's request to create the classification Transportation Division Assistant Administrator in anticipation of City Council approving a new Transportation Division in the Public Service Department. This request is in response to the recommendations made by Public Strategies Group (PSG), a consulting firm hired by the Coleman administration to improve the operations, management and delivery of city services.

The proposed structure for the Public Service Department would consist of four divisions and a director's office compared to the current structure that has six divisions and a director's office. The four divisions of the proposed structure would include Refuse Collection, Fleet Management, Facilities Management and Transportation. The Transportation Division will comprise functions formerly housed with the Engineering and Construction, Traffic Engineering and Construction Inspection Divisions. The Division envisions two positions serving as Transportation Division Assistant Administrator, one position responsible for operations activities and the other for engineering activities.

The Transportation Division Assistant Administrator would be responsible for assisting in the planning, coordinating, and directing the operations and activities of the Transportation Division. Examples of work were developed to best represent the responsibilities to be assigned and the duties performed by incumbents of this class. The minimum qualifications would include a bachelor's degree and five years of managerial experience in transportation planning, project/program development and management, operations or professional engineering work within a transportation-oriented organization. It was further recommended that some positions, specifically the position to be responsible for engineering activities, require possession of a valid State of Ohio certificate as a registered professional engineer. The knowledge, skills and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the probationary period be assigned 365 days and that the classification be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Review:*
Daniel R. Vicha, Fire Lieutenant

The Commissioners reviewed the documents Mr. Vicha submitted and determined that he does meet the residency requirement. As a result of this determination, the Civil Service Commission will take no further action regarding this investigation.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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The Commission recessed its regular meeting to decide the deferred items at 9:40 a.m.

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The Commission reconvened its regular meeting at 9:45 a.m.

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RE: *Review and approval of the September 24, 2001, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the findings and recommendation of the Trial Board for a hearing held on September 10, 2001:*

Willie McGrew – Appeal Number 00-BA-0023.Trial Board Recommendations.

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the appointing authority in discharging Willie McGrew from his position of Intervention Aide.

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RE: *Review of the findings and recommendation of the Trial Board for a hearing held on September 17, 2001:*

Donna Wheat – Appeal Number 01-BA-0009.

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the appointing authority suspending Donna K. Wheat from the position of Custodian II

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

Review of the appeal of Edgar Lumpkin regarding the rejection of his application for Maintenance Electrician at the Columbus Public Schools.

The Commissioners reviewed the appeal and attachments that Mr. Lumpkin filed on September 17, 2001. The Maintenance Electrician classification requires possession of a valid motor vehicle operator's license and a commercial driver's license with a Class A endorsement. Mr. Lumpkin's previous work performance was satisfactory but his driving record posed a series concern. Columbus Public Schools submitted a document indicating that its insurance policy would not apply to any automobile driven by Mr. Lumpkin. Based upon the foregoing, the Commission upheld the rejection of Mr. Lumpkin's application and decided to dismiss his appeal without a hearing.

Review of the appeal of Mark A. Kemp regarding the rejection of his application for maintenance Electrician at the Columbus Public Schools.

The Commissioners reviewed the appeal Mr. Kemp filed on September 25, 2001. Mr. Kemp's electronics training and experience are not considered equivalent to the five years of electrical experience

required, the Commissioners decided to uphold the rejection of his application and dismiss his appeal without a hearing.

Review of the appeal of Phyllis Gray regarding the rejection of her application for Employee Benefits Analyst II.

The Commissioners reviewed the appeal and attachments that Ms. Gray filed on September 17, 2001. Although Ms. Gray included the results of a 1995 job audit indicating that she was misclassified as a Receptionist-Secretary, she remained in that classification. The Commission cannot consider or credit experience that is inconsistent with the employee's official classification title. Based upon this, the Commission upheld the disapproval of her application for Employee Benefits Analyst II and dismissed her appeal without a hearing.

Review of the appeal of Gerry A Apoian regarding the changes in his duties and position subsequent to a job audit.

The Commissioners reviewed the appeal Mr. Apoian filed on September 25, 2001, regarding the changes in his duties and position subsequent to a job audit completed in April of this year. Commission rules require that in the event a job audit reveals that a position is misclassified, the appointing authority shall be notified and becomes responsible for assigning the employee duties, which are appropriate for the employee's classification and the applicable class specification. The Director of Public Utilities assigned Mr. Apoian duties consistent with his current Engineering Associate III class and in so doing Mr. Apoian was transferred to a different work location. Based upon he foregoing, the Commissioners decided to dismiss Mr. Apoian's appeal with a hearing.

Review of the appeal of Robin Jones regarding her discharge from the position of Legal Investigator I with the City Attorney's Office.

The Commissioners reviewed the appeal that Ms. Jones filed on October 9, 2001. The Classification of Legal Investigator I is in the unclassified service. Section 149-1 of the Columbus City Charter provides that an employee serving in the classified service, who is discharged, may appeal the discharge within ten days of the date of the order. The City Charter does not provide such appeal rights to employees serving in the unclassified service. The Commission, therefore, has no jurisdiction over Ms. Jones' appeal and dismissed it without a hearing.

RE: BACKGROUND ADMINISTRATIVE REVIEWS

Background Administrative Reviews
September 27, 2001

Malinda S. Lopes	Police Officer	01-BR-089
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The Commissioners reviewed Malinda S. Lopes' file and decided her name would not be reinstated to the police officer eligible list.

Background Administrative Reviews
October 25, 2001

David R. Sexton	Police Officer	01-BR-079
Zakai E. Kozberg	Police Officer	01-BR-083
Raymond Clouse Jr.	Police Communication Technician	01-BR-090

After reviewing the files of David R. Sexton and Zakai E. Kozberg, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the file of Raymond Clouse Jr., the Commissioners decided that his name would not be reinstated to the police communication technician eligible list.

Background Administrative Reviews
October 25, 2001

Huda Arabi	Police Communication Technician	01-BR-091
Cynthia M. Alls	Police Communication Technician	01-BR-092
Jennifer L. Holcomb	Police Officer Technician	01-BR-093

The Commissioners reviewed the file of Cynthia M. Alls and decided her name would not be reinstated to the police communication technician eligible list.

After reviewing the file of Huda Arabi, the Commissioners decided her name would be reinstated to the police communication technician eligible list. The Commissioners reviewed Jennifer L. Holcomb's file and decided her name would be reinstated to the Police Officer's eligible list.

Police Officer Applicants
Removed During The Prescreening Process

Ronald Johnson	Traffic (E.5)
Eric D. Jones	Traffic (E.2/E.5)
Ryan Montgomery	Traffic (E.2/E.5)

The Commissioners reviewed files for three police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Eric D. Jones and Ryan Montgomery, the Commissioners decided their applications would not be accepted and they would not be permitted to take the police officer test.

After reviewing Ronald Johnson's file, the Commissioners decided his application would be accepted and he would be permitted to take the police officer test.

* * *

RE: *Hearing on the merits of the appeal of Terry McClary, from the action of the Department of Public Safety, Division of Police, suspending him for 120 hours from the position of Police Officer – Case No. 01-CA-0001.*

John Waddy, attorney for the appellant appeared before the Commission and requested that this hearing be continued to a future date when all three Commissioners are in attendance.

Commissioner Douglas Morgan granted the continuance to February 25, 2001.

* * *

The Commission adjourned its regular meeting at 9:50 a.m.

Priscilla R. Tyson, Commission President

Date